

# STEDHAM MEMORIAL HALL

## FIRE PROCEDURE

**Date of issue:** 1<sup>st</sup> February 2026  
**Date of review:** 30<sup>th</sup> January 2027



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<b>Issue date:</b>	February 2026
<b>Review date:</b>	February 2027
<b>Issue no.</b>	1

## ALARMS AND EXITS

Stedham Memorial Hall is fitted with smoke and heat detectors connected to an audible Alarm.

The two fire exits are the front door and the door marked 'FIRE EXIT' at the rear. In the event of a power failure the exit routes are lit by emergency 'EXIT' signs.

**The Fire Exits must ALWAYS be KEPT CLEAR of obstruction.**

WATER fire extinguishers are situated by the front door and by the rear fire exit.

A CO2 fire extinguisher and FIRE BLANKET are situated in the kitchen.

## IF A FIRE IS DISCOVERED

- Immediately activate one of the two red alarm boxes that are situated in the corridor opposite the disabled toilet and next to the rear fire exit
- Ensure that everyone immediately leaves the hall by the nearest exit and check the toilets and rear corridor to ensure that no one remains in the building.
- Leave the building by the nearest safe route closing doors if the situation permits.
- Use the appropriate fire extinguishers **ONLY** if needed to assist somebody to escape.
- Do not take risks

## CALL THE FIRE SERVICE ON 999

The address of the Hall is: The Street, Stedham, Midhurst. GU29 0NL

The Fire Service will need to know that all those in the Hall have been accounted for, or if anyone is missing.

When safe to do so call a representative of the Hall on one of these numbers: -

07768 418065

07972 880001

## **ASSEMBLY POINT**

The **ASSEMBLY POINT** is the village green, near the youth shelter.

**Do not leave** the assembly point until you have been logged as safely out of the Hall, to ensure that everyone is accounted for.

**Do not re-enter** the Hall until the Fire Service has indicated that it is safe to do so.

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**This document is dated February 2026  
Due for Review February 2027**

**This document has been read and reviewed by the Trustees of Stedham Memorial Hall.**